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Applicants: Mark Grimse et al.

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Title: AUTOMATED PROCESS GUIDANCE SYSTEM AND METHOD



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Cindy Hoang

TRANSMITTAL OF FORMAL DRAWINGS

Commissioner for Patents  
Washington, DC 20231

Dear Sir:

Transmitted herewith are nineteen (19) sheets of formal drawings for the above-identified application.

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Dated March 13, 2001 GRAY CARY WARE & FREIDENRICH LLP

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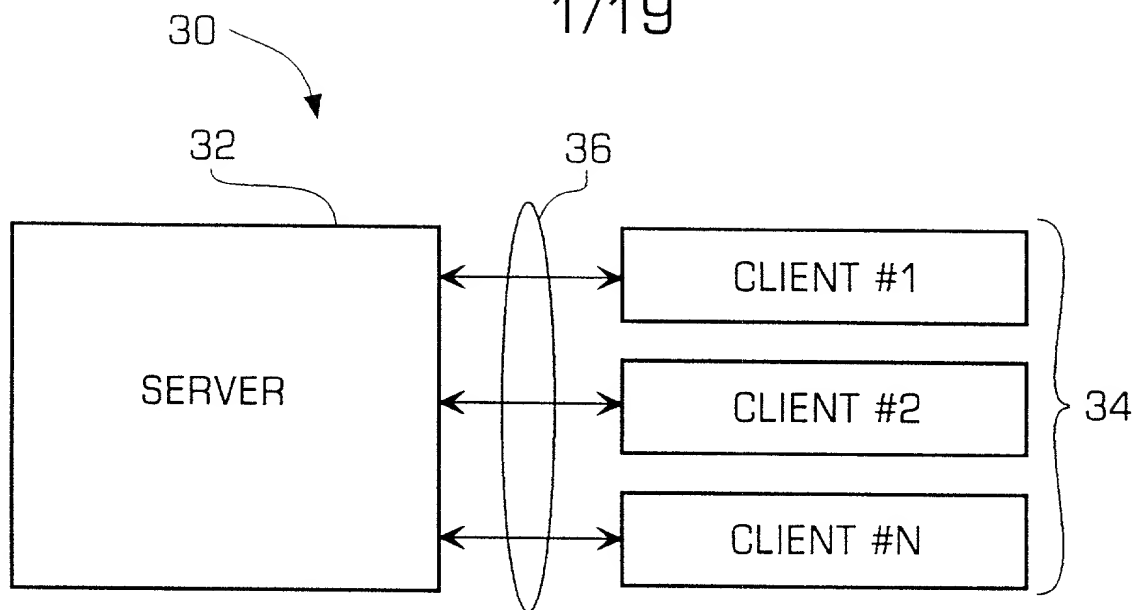
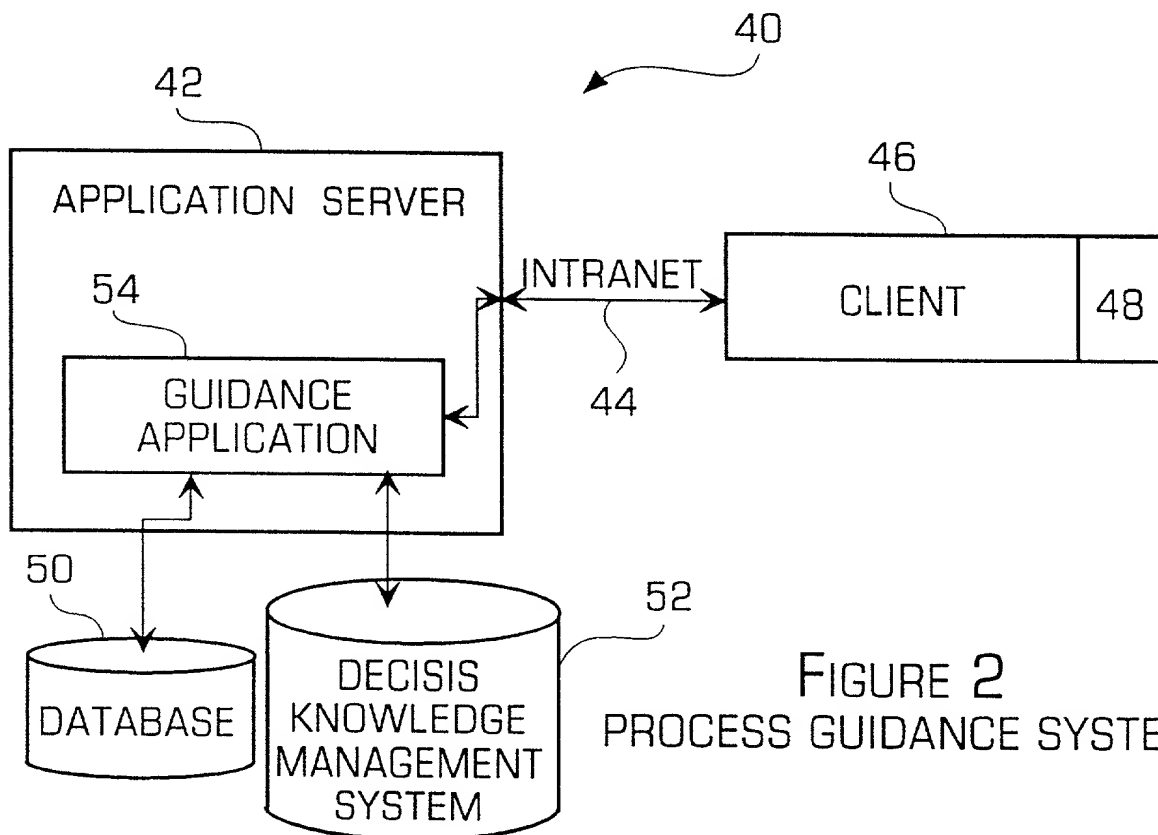
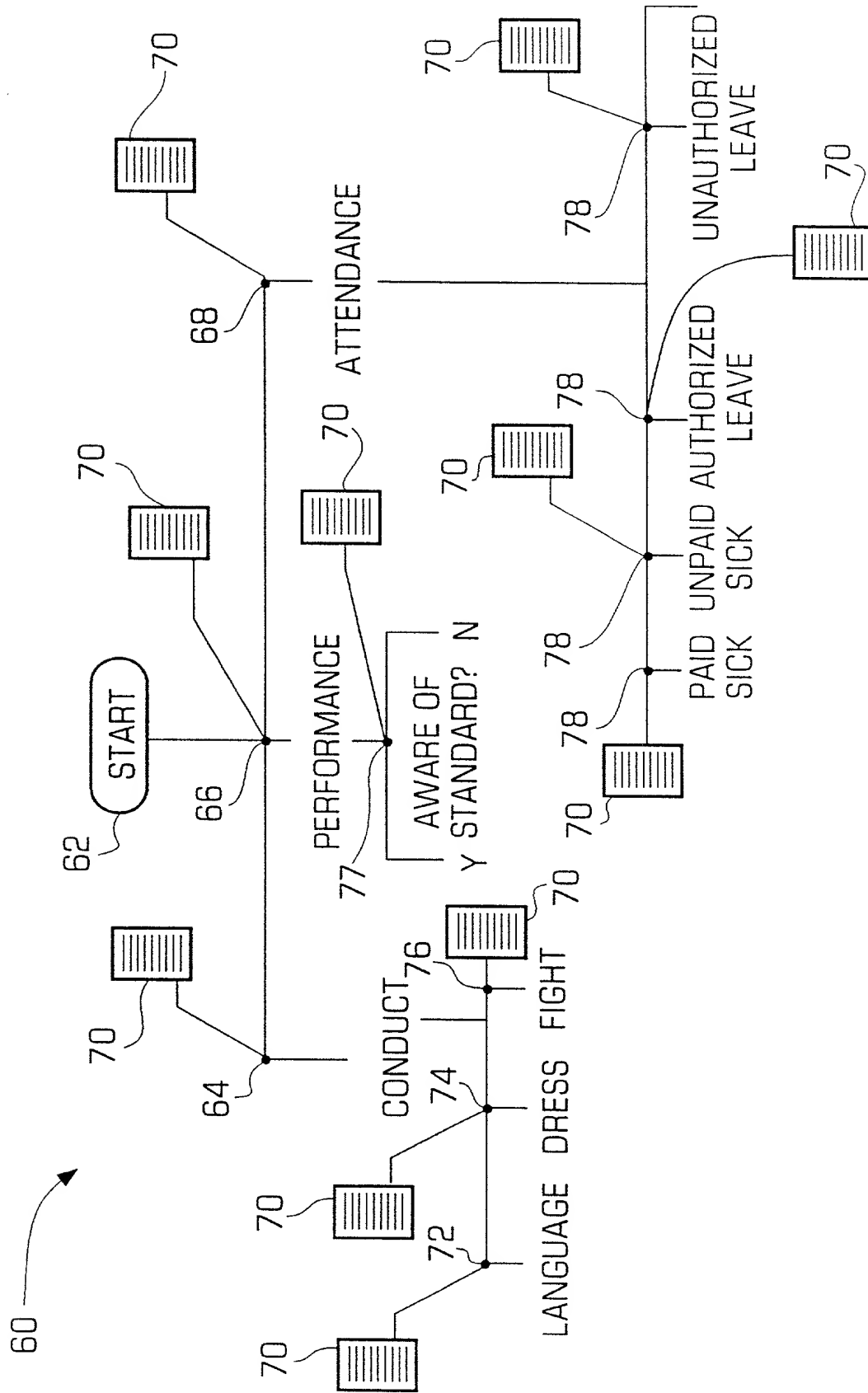


FIGURE 1

FIGURE 2  
PROCESS GUIDANCE SYSTEM

DATABASE SERVERS



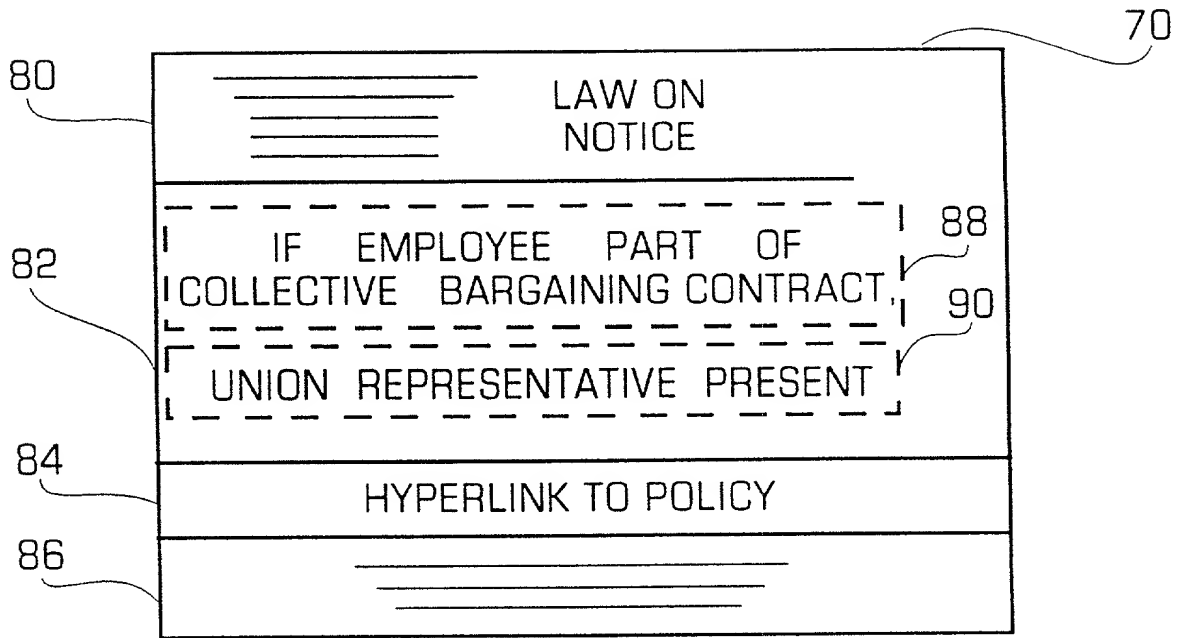


FIGURE 4

FAMILY MEDICAL LEAVE ACT

100					
102					
	>1250	WHO SICK	HOW LONG		
FED LAW				X-NO	
STATE LAW					X-ALLOW
COMPANY POLICY		X-NO			
COLLECTIVE BARGAINING CONTRACT		X			
	MOST <span style="display: inline-block; width: 100%; border-bottom: 1px solid black; position: relative; top: -5px;"> <span style="position: absolute; left: 0; top: -5px;">→</span> </span> LEAST DISCRIMINATORY DISCRIMINATORY				

FIGURE 5

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# ATTENDANCE MANAGEMENT SAMPLE SCREEN #1

120

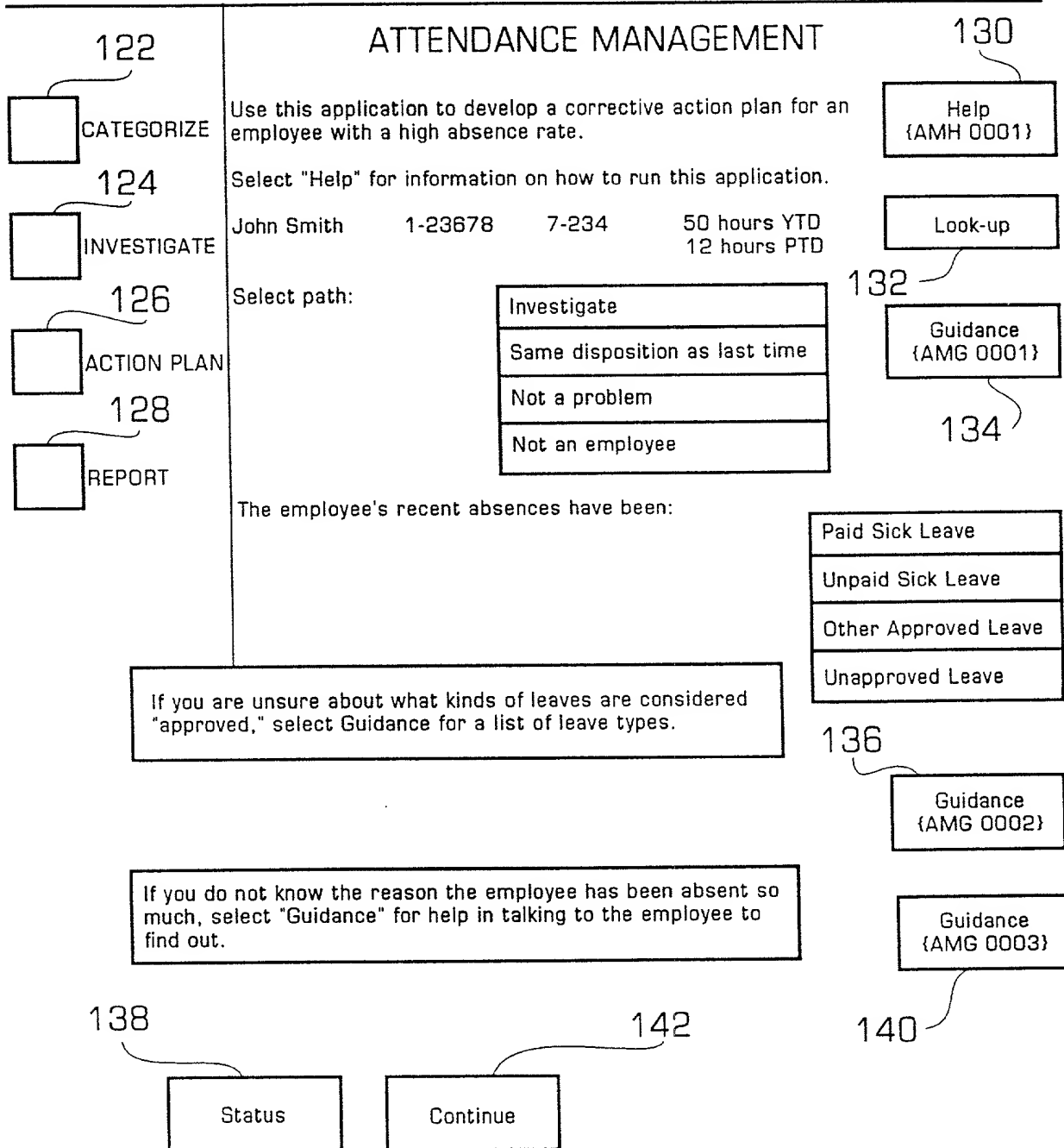


FIGURE 6

150

# Attendance Management Page 1

## Investigate Paid Sick Leave Absence(s)

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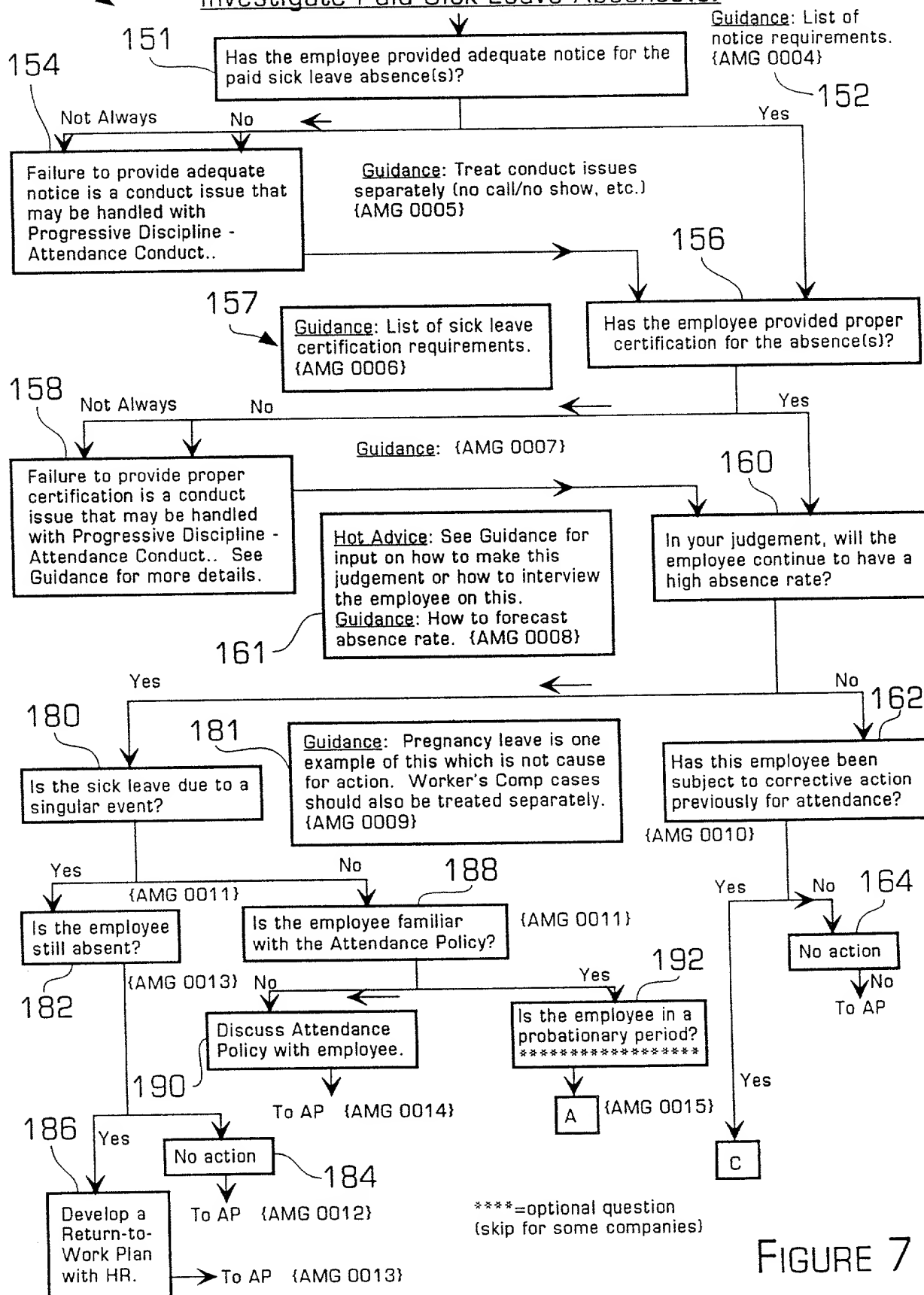


FIGURE 7

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Page 2  
Attendance Management  
Investigate Paid Sick Leave Absence(s), Cont.

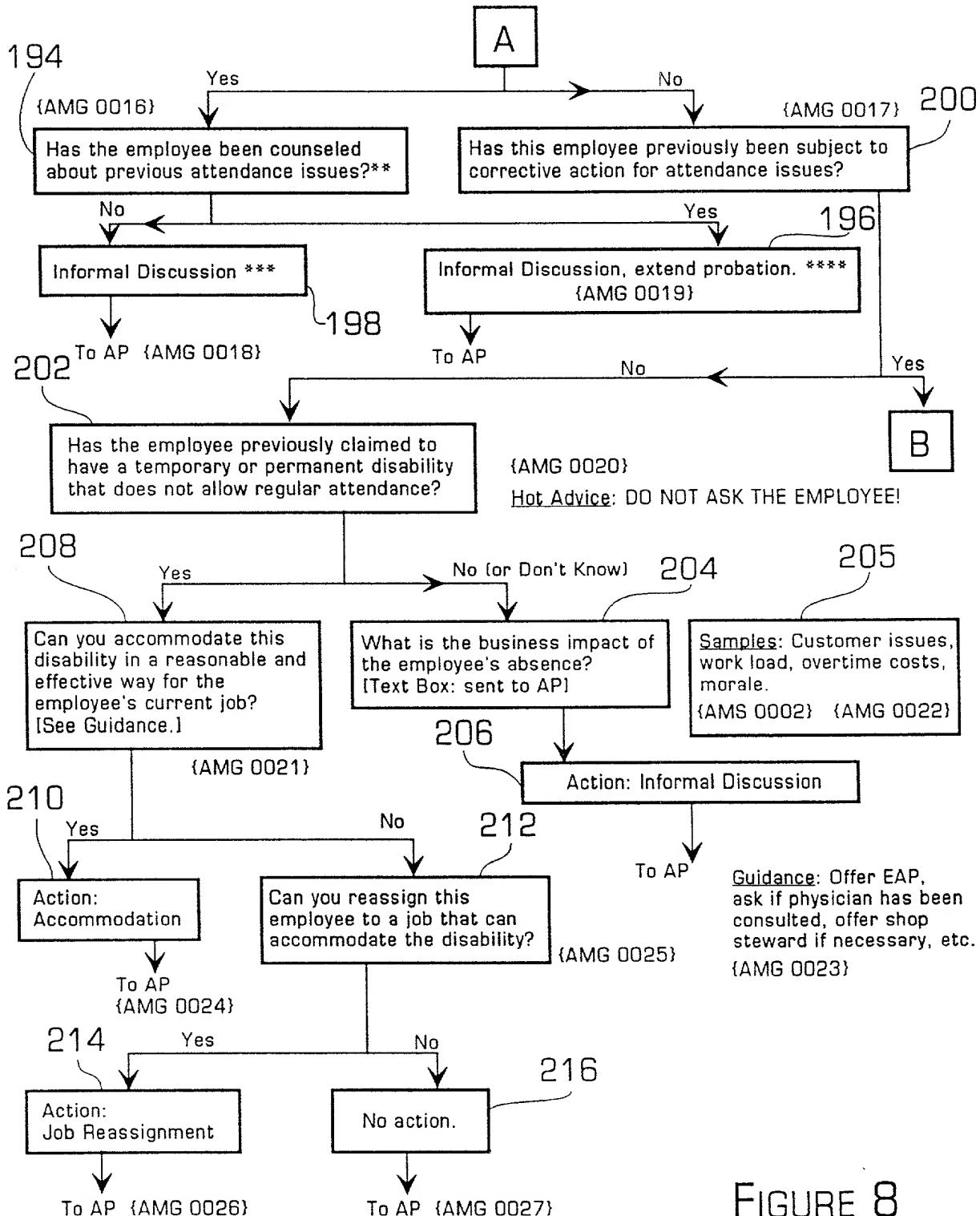


FIGURE 8



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Page 3

Attendance Management  
Investigate Paid Sick Leave Absence(s), Cont.

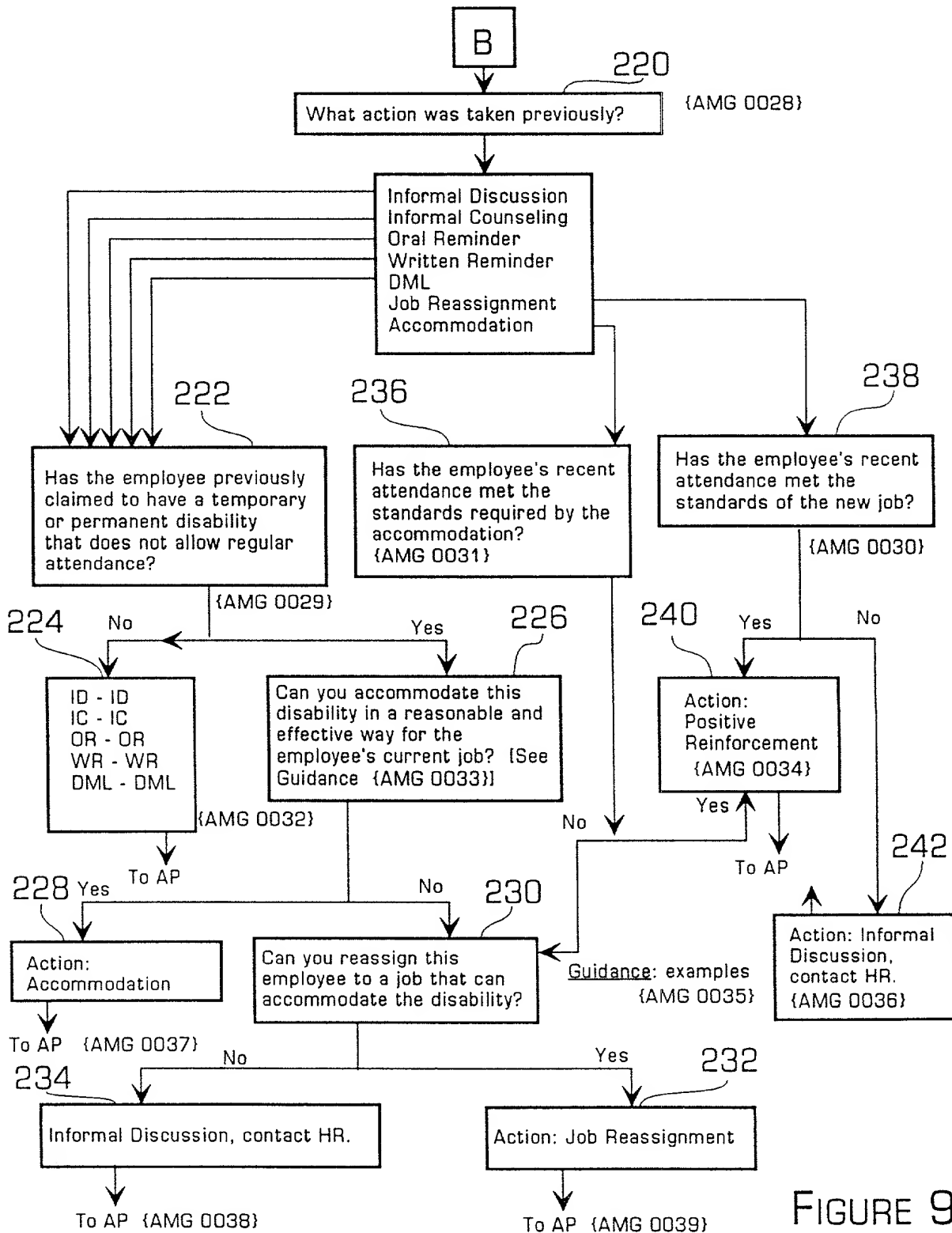


FIGURE 9

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Page 4

Attendance Management  
Investigate Paid Sick Leave Absence(s), Cont.

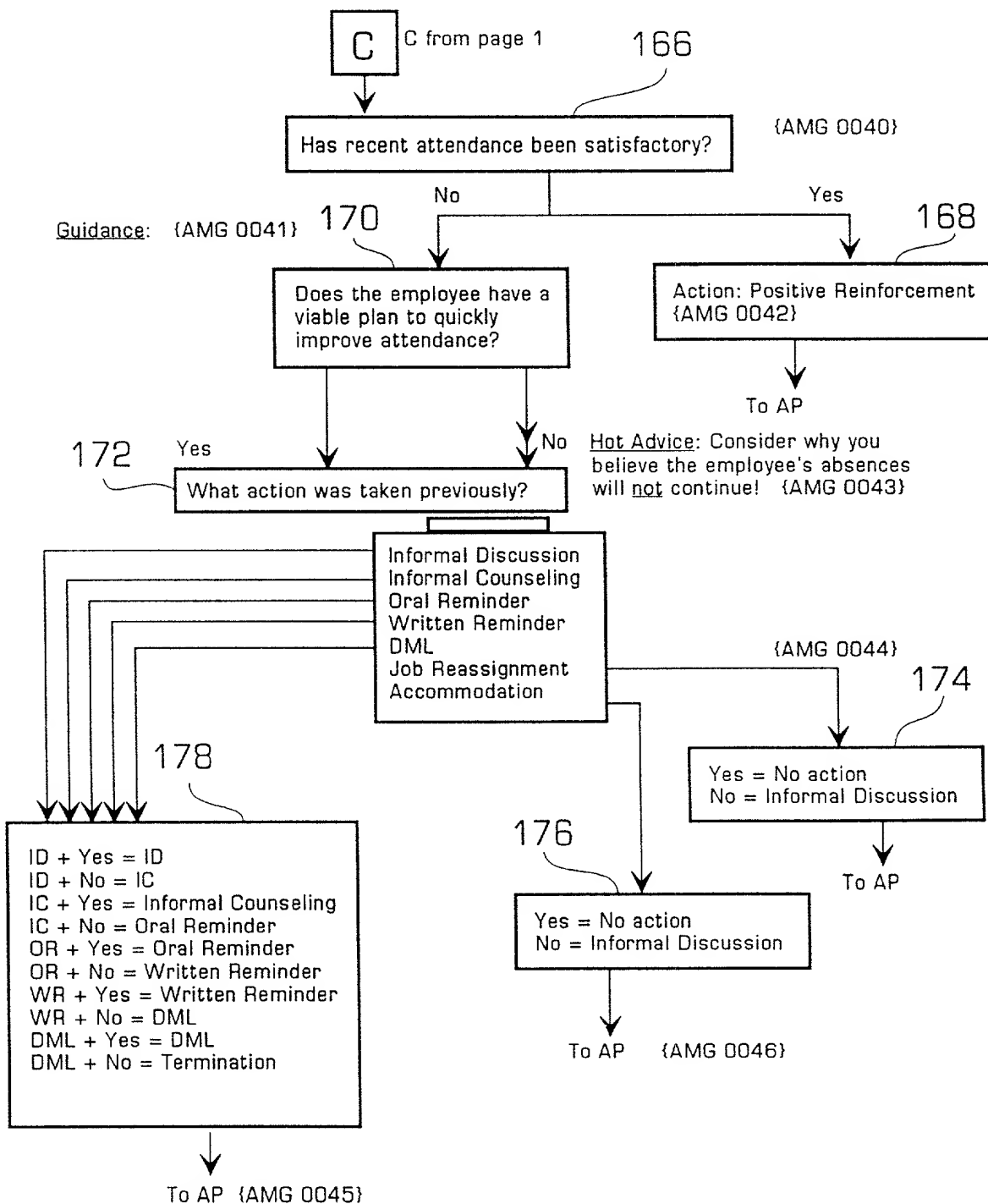


FIGURE 10

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550

## ATTENDANCE MANAGEMENT

### ACTION PLAN

From "AP" arrows in Investigate Task

552

The Disposition at present is: [Show current disposition]. (AMG 0064)  
Do you want to override this? (Select "Guidance" to  
evaluate plan.)

Yes

No

554

Describe how you want to disposition  
this case: (Text Box) (AMG 0065)

556

Select "Continue" to  
review Disposition  
Report, and then SAVE it  
locally on your machine.  
(AMG 0066)

558

If you have more flagged  
employees to handle, start  
again at the Manager's  
Desktop.

Status

Continue

FIGURE 11

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600

ATTENDANCE MANAGEMENT  
Examples of Disposition Reports  
[Separate report for each flagged employee]

**Disposition Report**  
**10/14/97**

<u>Employee</u>	<u>#</u>	<u>Org</u>	<u>Absence</u>	<u>Disposition</u>
Jane Doe	2-55456	7-234	240 hrs YTD 160 hrs PTD	Not a problem

602

**Disposition Report**  
**10/14/97**

Fred Klutz	1-33900	7-223	45 hrs YTD 40 hrs PTD	Not my employee
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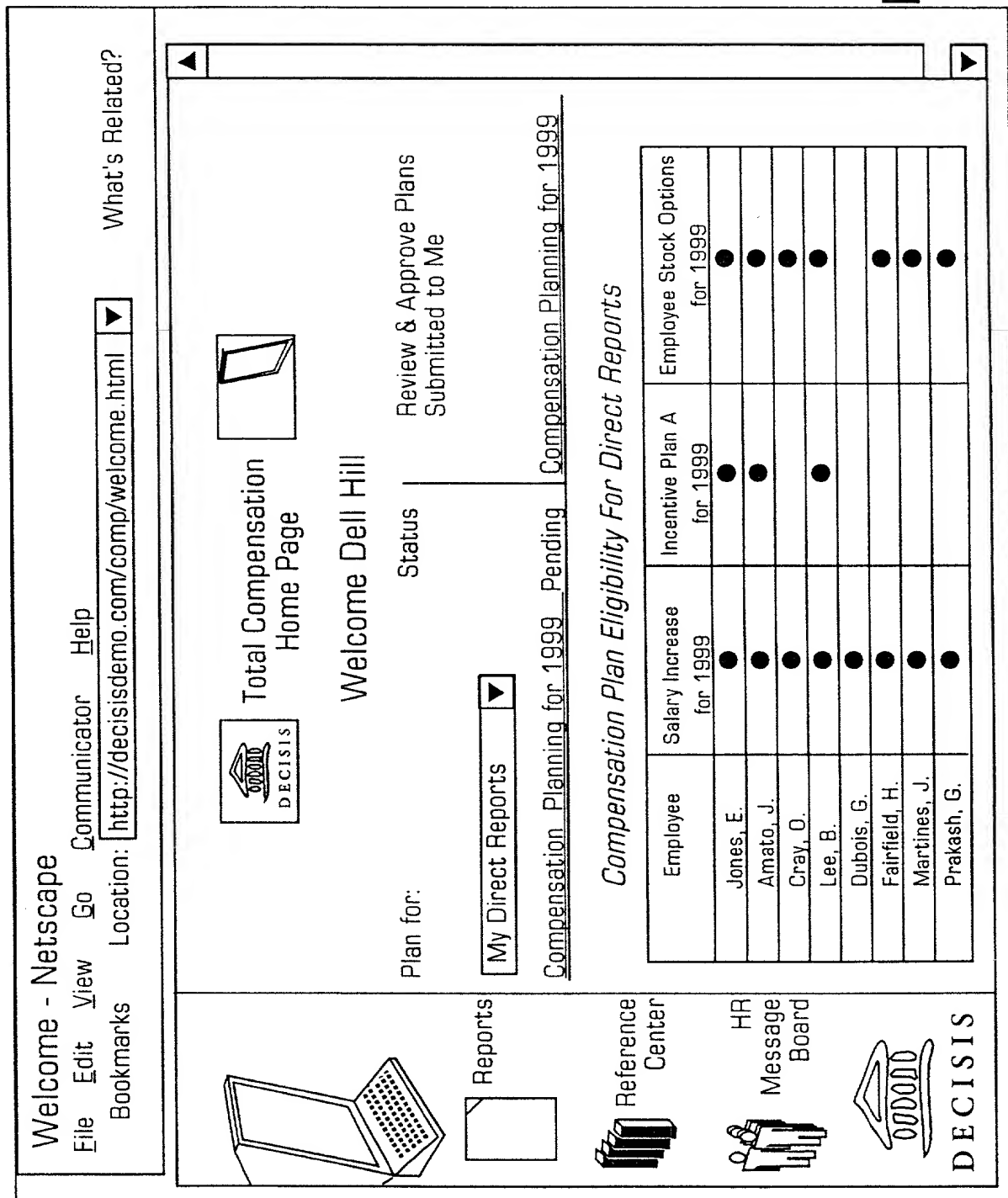
604

**Disposition Report**  
**10/14/97**

John Smith	1-23678	7-234	50 hrs YTD 12 hrs PTD	Primarily excused absence Proper notice Proper certification Absence will continue Not a singular event Familiar with Attendance Policy Not a probationary employee No prior action No Disability Business impact: "Morale of group is affected, customers dissatisfied." Action Plan: Informal Counseling Override: "I do not plan to take any action."
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606

FIGURE 12



## COMPENSATION PLANNING - ENG. SALARY FOR 1999

File Edit Tools Windows Help

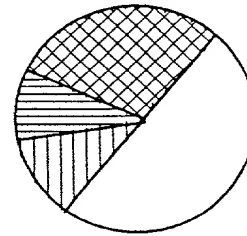
1. Rate Employees 2. Plan Employee Salary 3. Plan Employee Bonus 4. Plan Employee Stock 5. Review &amp; Adjust

Enter employee's new performance rating:

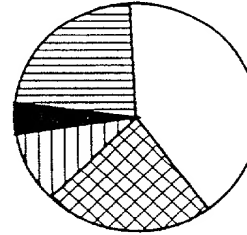
!	Employee	Prev. Perf. Rating	New Perf. Rating
	Jones, E.	Excellent	Excellent
	Martinez, J.	Excellent	Exceeds
	Lee, B.	Excellent	Exceeds
!	Dubois, G.	Exceeds	Exceeds
	Cray, O.	Exceeds	Exceeds
	Amato, J.	Exceeds	Exceeds
	Prakash, G.	Exceeds	Meets
	Johnson, A.	Meets	Meets

## Supporting Data and Analytics

Current Distribution



Recommended Distribution



Currency: \$(US)

View Budget: Merit

Total: 30,720.00

Allocated: 43,375.00

Remaining: -12,655.00

670

13/19

678

679

FIGURE 15

**COMPENSATION PLANNING - ENG. SALARY FOR 1999**

File Edit Tools Windows Help

1. Rate Employees 2. Plan Employee Salary 3. Plan Employee Bonus 4. Plan Employee Stock 5. Review & Adjust

**Enter employee's salary increase(s) as a dollar amount or percent of base salary. For promotions enter new job code and effective date:**

Current Salary: \$50,000.00

Merit Increase:  6%  or  \$2,760.00  Incr. \$

Adjustment:  or  \$0

Promotion:  or  \$0

Total Increase:  \$2,760.00

New Salary:  \$52,760.00

New Job Code:  Date:

**Exceptions:**

! Below Job Minimum

! Hi Performer Low salary

Notes:

**Supporting Data and Analytics - Jones, E.**

**Suggested Increase: \$2,760.00 - \$4,140.00**

Apply Suggested Increase

New Perf. Rating:  Exceeds

	8-18%	8-10%	8-14%	8-12%	8-10%
Excellent					
Exceeds					
Meets					
Below					
Unacceptable					

Salary Quart. Salary Quart. Salary Quart. Salary Quart.

**Job Max** ☐ **Market Reference** ☐ **Job Min** ☒ **Promotion** ☒ **Merit** ☐ **Current Salary** ☒

Salary:

**View Budget: Merit**

Currency: \$(US) Total: 30,720.00 Allocated: 43,375.00 Remaining: -12,655.00

Perf Rating Distribution

Employee Detail

Group Comparison

Range Pos by Perf. Rating

672

674

676

089

678

679

672

674

676

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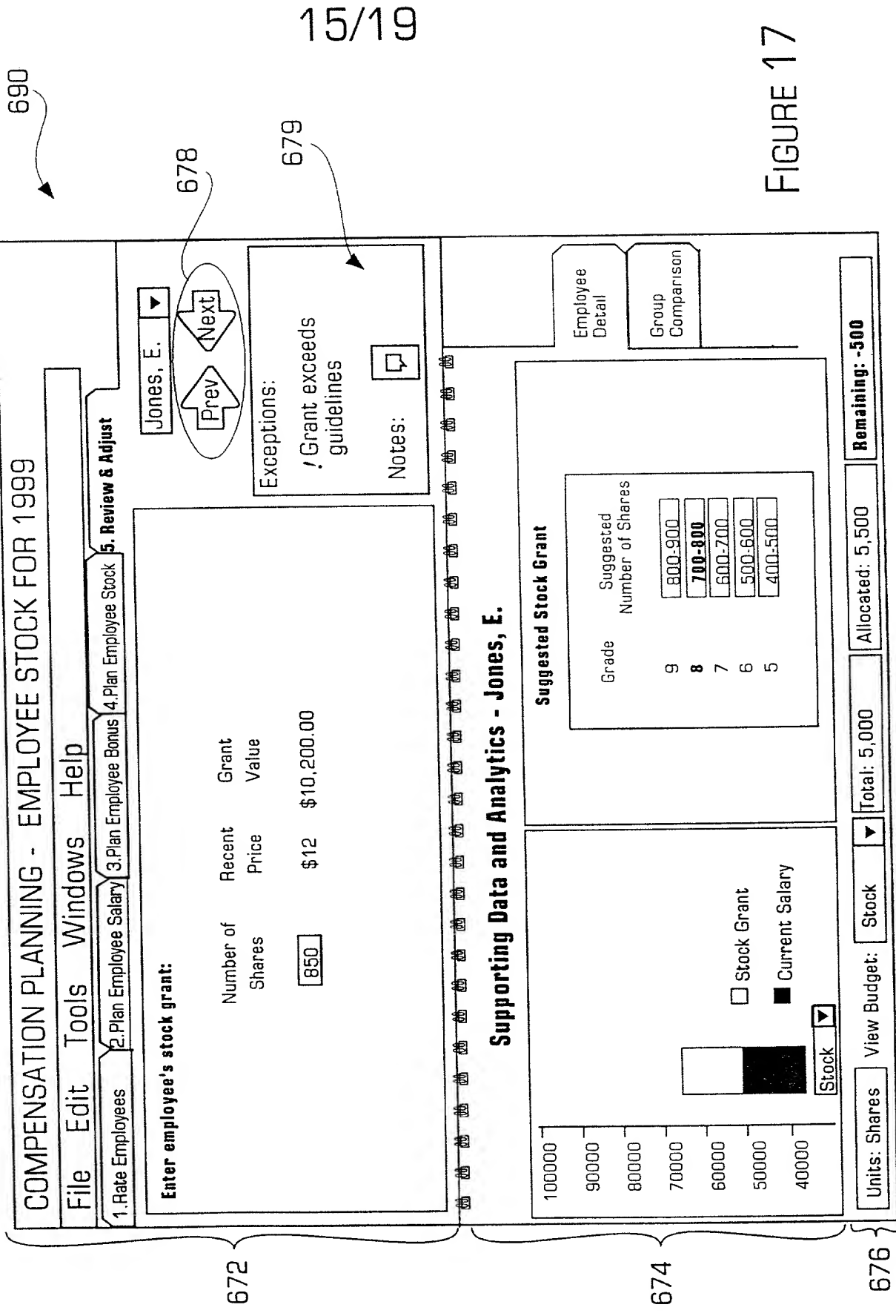


FIGURE 17

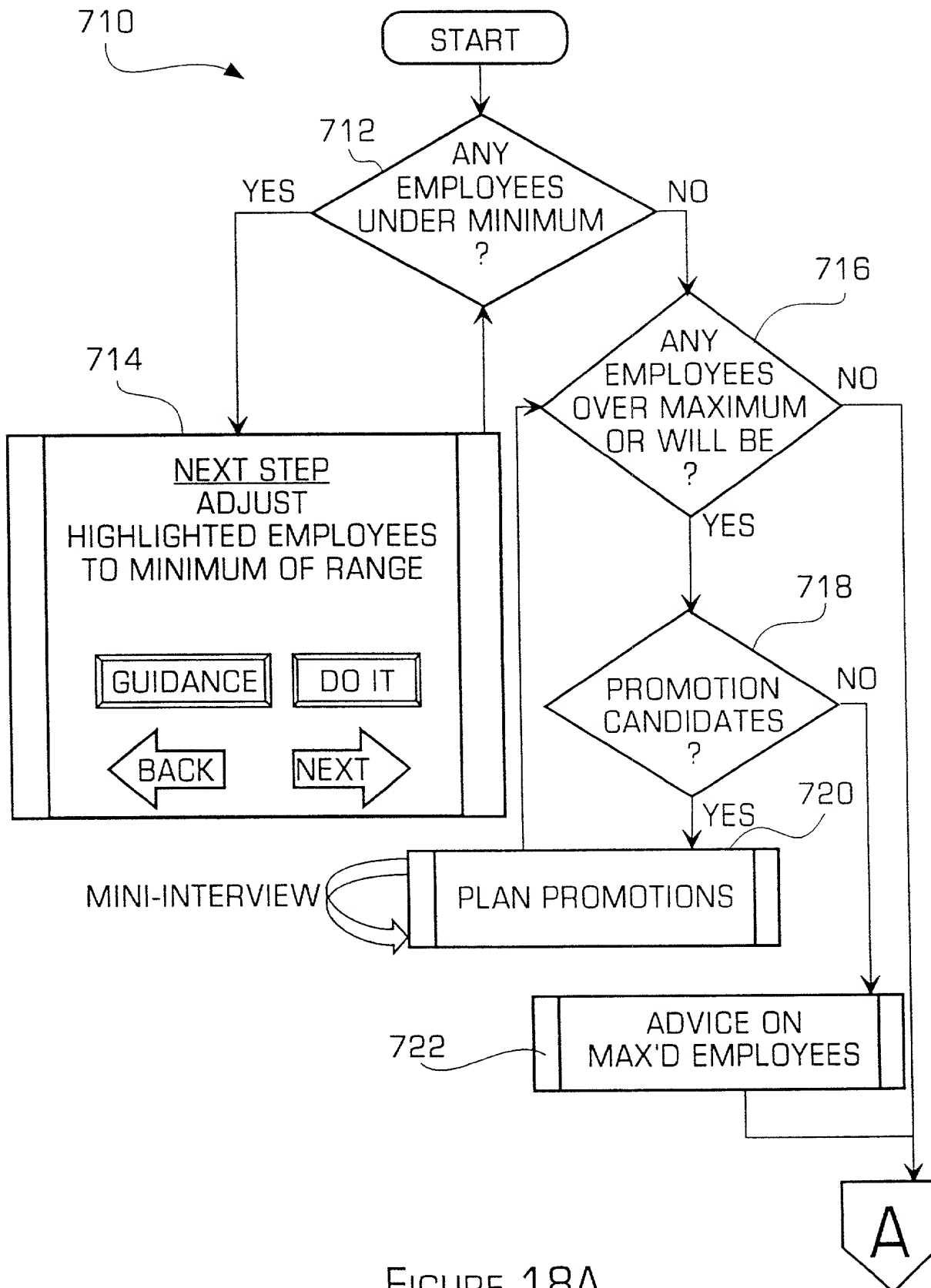


FIGURE 18A

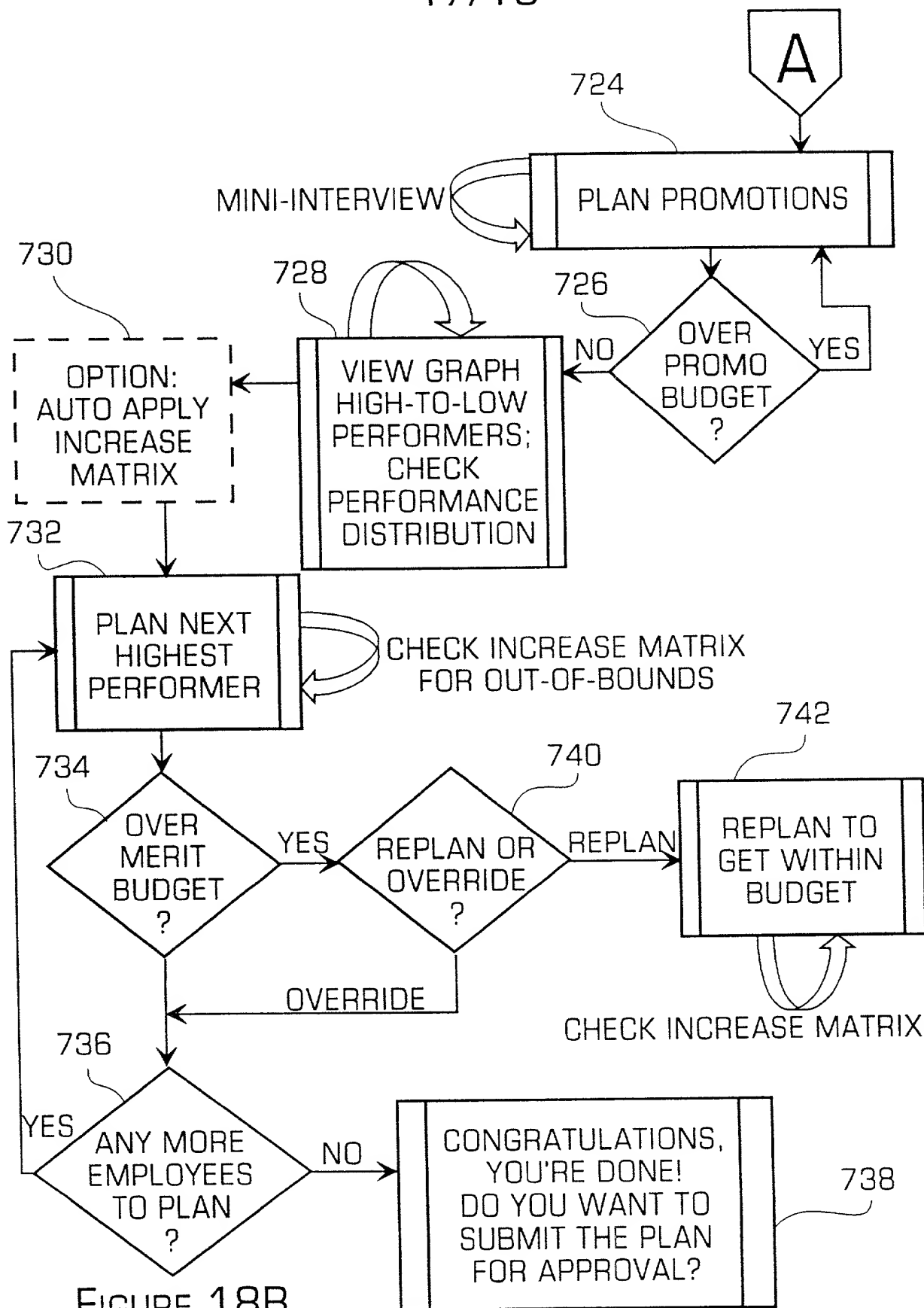


FIGURE 18B

### GUIDANCE FOR STACK RANKING OPTION

"Stack ranking" is defined as a 1 - n ranking of employees based on their performance against their job description. It is not meant to be a ranking of their value to the company (that kind of ranking is sometimes called a "reverse layoff" list). Thus a junior engineer could be ranked higher than a senior engineer simply by virtue of doing his/her job better. Junior level employees who are ranked very high in their grade are often candidates for promotion to the next level in that job family (i.e., it is time to make their job more difficult). This usually results in them having a lower stack ranking and a lower performance rating in the next planning session.

If you have employees in different salary ranges or grades, then you can first do the ranking within each grade. Then in order to merge the ranking into one overall list for your group, use the technique illustrated by this example:

<b>E10 Employees:</b> 1. Karen Feiding 2. Fred Klutz 3. Joe Smith 4. Irving Fazola 5. Jane Doe	<b>E09 Employees:</b> 1. Sam Spade 2. George Gap 3. Susie Emblem 4. Roberto Cruz	<b>E08 Employees:</b> 1. Fannie Farmer 2. Jim Keiper 3. Allan Jones 4. Anna Storm 5. Evan White 6. Bill Baker 7. Lavon Larue
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To start the merge process on these lists, you choose which employee is the number one overall employee in how well they do their job. Obviously, the only candidates for this honor are the three employees who rank at the top of their respective grade ranking. In this case, the candidates for #1 overall are Karen Feiding, Sam Spade, and Fannie Farmer. So let's say you pick Fannie Farmer as the best at their job of those three. That puts Fannie on top of the overall stack ranking list. Then you pick the employee who ranks second overall. The candidates are Karen, Sam, and Jim Keiper because Fannie is already placed. Continue in this manner until you have a total merged list from 1 - n.

FIGURE 19

800

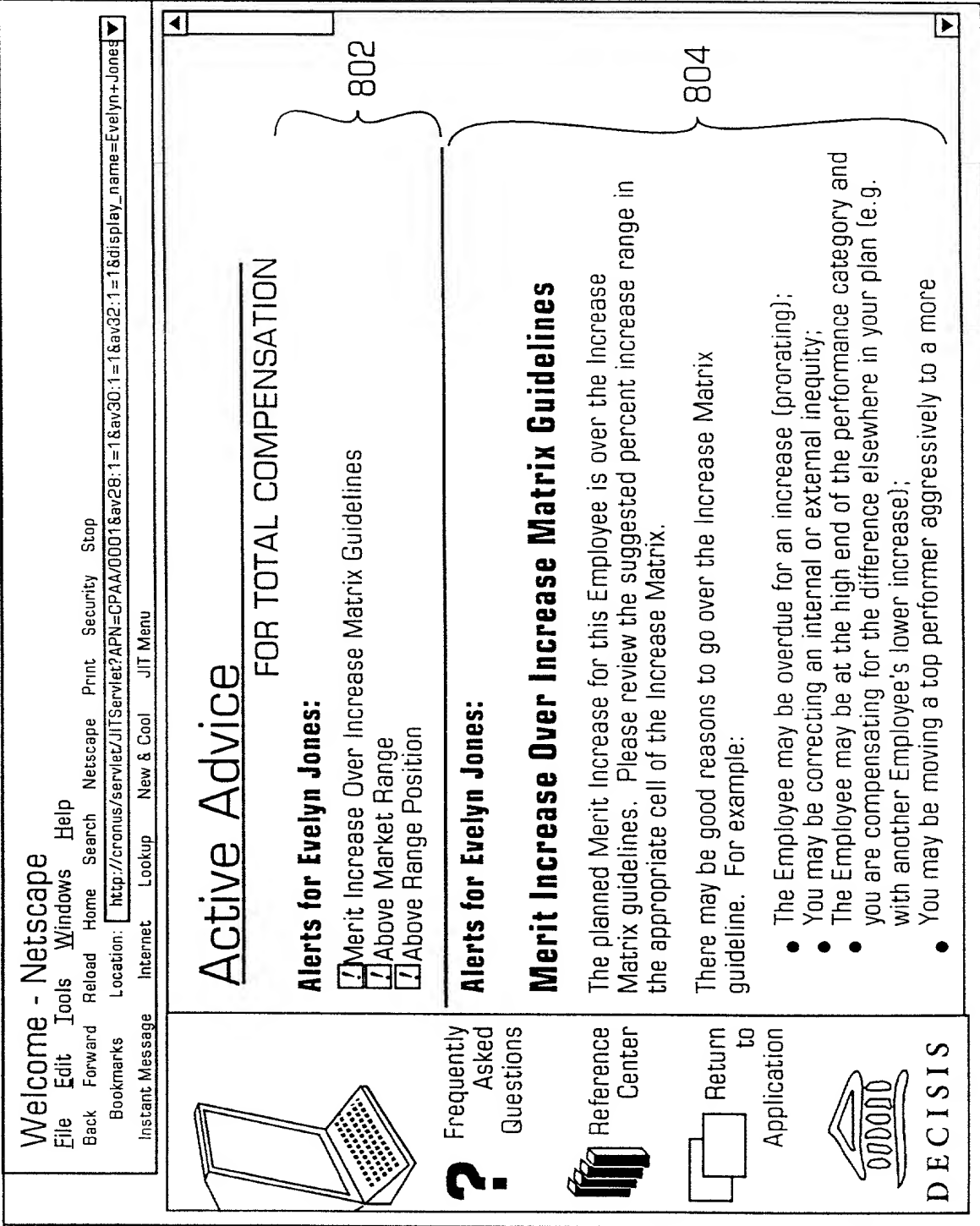


FIGURE 20